

**Merit Implementation Policy**  
Non-Tenure Track Faculty (NTTF)  
Global Studies Institute

Approved by the Office of the Provost and Academic Affairs: November 11, 2016

The Associate Director will lead an annual review of merit increases and collect the documents required based on the criteria below. The Director will make final decisions on merit increase allocations, with approval from the Vice Provost of International Affairs and the Office of the Provost and Academic Affairs. Implementation of merit recommendations will occur as new funding becomes available or as dictated by the collective bargaining agreement.

Eligibility: Regardless of the type of appointment or FTE, each Career NTTF is eligible for consideration for the highest merit rating.

Process: In years when merit funds are available, the Associate Director will notify each eligible NTTF. The review period extends back to the last merit increase. NTTFs must submit the following documents to be considered for a merit raise:

- a current CV
- a self-assessment addressing the areas of leadership, expertise, and productivity.
- Optional supporting documentation (which may include publications, letters of support, or other material that could strengthen the NTTF's case for merit) The merit material should cover the totality of NTTF performance since the last merit increase.

Criteria and Factors: After completing the individual's annual performance review, the Director will give the NTTF an overall rating of: (1) Below minimum standards; (2) Does not consistently meet requirements; (3) Fully Meets Requirements; (4) Frequently Exceeds Requirements; or (5) Consistently Exceeds Requirements as part of the merit increase decision process. NTTFs who receive a rating of 1 or 2 will not be eligible for a merit increase.

Approval: The Director will determine the range of increases for categories 3, 4, and 5, and then propose specific raises for each member. The Director will make final decisions on merit increase allocations and send them to the Vice Provost of International Affairs for approval. The Provost must approve any individual salary increase that is greater than 10% of the base salary.

Notification of Merit Increase Decisions: The Director will notify NTTF of merit increase decisions after they have been approved by the Vice Provost for International Affairs and Office of the Provost and Academic Affairs.